



Classification: Office Technician (Typing)	Position No. 150-1139-xxx
CBID: R04	Office: Executive
Date Prepared: June 10, 2013	Division: Small Offices
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION

Under the general direction of the Administrative Assistant II in the Executive Office, the incumbent performs the most complex clerical and technical support duties in support of the Executive Office. The incumbent is responsible for the general office functions and serves as the backup for the Executive Assistants in the Executive Office and the Commissioners' Offices.

The incumbent is required to exercise initiative and independence in successfully completing assignments. Specific duties and typical tasks are described below.

DUTIES AND RESPONSIBILITIES

This is the advanced journey level which regularly performs a variety of the most difficult clerical duties and is expected to exercise a high degree of initiative and independence in performing assigned tasks. It is essential that the incumbent have the ability to perform the most difficult clerical work, including the ability to spell correctly, use proper English, read and write English at a level required for successful job performance, apply office policies and procedures, operate various office machines, and follow both written and oral directions. This position requires working knowledge of Microsoft Office products. The incumbent must exercise good judgment, possess good interpersonal skills, have the ability to work well under pressure, and be able to communicate effectively both orally and in writing.

- 30% Assists in compiling, copying, assembling and filing materials which include those of a sensitive and confidential nature. Formats, proofreads, and corrects grammar/spelling/punctuation. (E)
- 25% Responds to and/or redirects telephone calls and visitors, determines when to refer inquiries to appropriate staff and/or another government agency, and responds to requests for information by members of the public and/or staff on the status of projects. This can necessitate handling high-level contacts with the Legislature and Governor's Office. (E)
- 20% Opens, sorts, date stamps, and distributes mail. (E)
- 15% Assists with making in-state and out-of-state travel arrangements for the Commissioners and their advisors; including hotel and transportation arrangements and preparing trip itineraries. Independently prepares out-of-state travel justifications. Assists with the preparation of travel claims in accordance with state guidelines. (E)

- 5% Assists the administrative liaisons with space and equipment coordinator duties which entails researching, selecting, and ordering of new equipment and furniture and the requisitioning of all publications for office use. (E)
- 5% Other duties as required consistent within the guidelines of the class. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<hr/> <p style="text-align: right;"><i>Date</i></p> <p>OFFICE TECHNICIAN</p>	<hr/> <p style="text-align: right;"><i>Date</i></p> <p>Drew Bohan CHIEF DEPUTY DIRECTOR</p>